

## LOCAL COORDINATION PLANNING GUIDANCE

- A. Each operator/agency (weatherization or WHEAP) must submit a local coordination plan. One plan document may be submitted with a sign-off/approval of more than one operator/agency; in which case separate documents are not required. That is, weatherization operators and counties can work together on county level or regional plans and submit a joint document.

If more than one operator/agency is covered by the plan (submitting a joint plan), notify the Division of Energy by December 2, 2002 of the agencies that will be submitting the joint plan and which one of the agencies is acting as the lead/coordinating agency (include the name, agency, email address and phone number of the lead person). Notice should be mailed to the Division of Energy, Attention Jim Cain, or emailed to [heat@doa.state.wi.us](mailto:heat@doa.state.wi.us)

- B. Local coordination plans will be due September first each year, except for the first year. For this first year the completed plans are to be submitted to the Division of Energy by the close of business on Friday, January 31, 2003.
- C. Your local planning/coordinating process may cover a wide range of low-income energy service/program issues. At a minimum the plan will be addressing coordination between WHEAP and Weatherization on outreach, applications, priority of service and will address the items indicated in the plan format.
- D. The attached plan format will be used for the initial submission.
- E. Participants in the planning/coordination process should include all appropriate local stakeholders. The process must include County Social Services Department, weatherization provider, WHEAP agency, local utilities (including cooperatives and municipals). Other agencies to be represented may include (depending on local situations):
- Fuel dealers (Propane and oil)
  - Landlord/Rental Associations
  - Housing Authorities
  - Local Health Departments
  - Native American Tribes
  - Senior Citizen Organizations
  - Independent Living Groups
  - Temporary Shelter/Transitional Housing Agencies
  - Faith-Based Organizations
  - Habitat for Humanity
  - Others
- F. Plans will be rejected if the required stakeholders were not included in the agency's planning process.